INVICTUS
Education Trust

DISPLAY SCREEN EQUIPMENT POLICY

Approved by Board of Trustees

25th March 2019

To be reviewed by Board of Trustees

February 2022

Contents   **Page**

1. Introduction

Invictus Academy Trust acknowledges its responsibility to secure the health and safety of employees who are "users" of Display Screen Equipment (DSE) (also known as visual display units or VDUs) in so far as is reasonably practicable, under the Health and Safety (Display Screen Equipment) Regulations 1992.

2. Definition of a DSE user

A person is a DSE user if the following criteria apply:

- The individual normally uses DSE for continuous or near-continuous spells of an hour or more at a time
- The individual uses DSE this way on a daily basis
- Fast transfer of information between the user and screen is an important requirement of the job
- The individual depends on the use of DSE to do his/her job; the individual has no discretion over the use of DSE; the individual needs significant training and/or particular skills in the use of DSE to do his/her job; or the performance requirements of the system demand high levels of attention and concentration, for example where the consequences of error may be critical.

The HSE guidance "Work with Display Screen Equipment" gives examples of employees who are and who are not DSE users.

3. Definition of a Workstation

A workstation exists wherever there is DSE. For all DSE the workstation, as defined is the assembly including the screen, keyboard, other parts of the computer and its accessories (such as mouse or other input device), the desk, chair and immediate work environment.

Under the Health and Safety (Display Screen Equipment) Regulations 1992 the minimum requirements for display screen workstations are:

- Adequate lighting
- Adequate screen contrast, no glare or distracting reflections
- Distracting noise minimised
- Leg room and clearances to allow postural changes
- Window covering if needed to minimise glare
- Software: Appropriate to task, adapted to user, providing feedback on system status, no undisclosed monitoring
- Screen: stable image, adjustable, readable, glare/reflection free
- Keyboard: useable, adjustable, detachable, legible
- Work surface: with space for flexible arrangement of equipment and documents; glare-free
- Chair: stable and adjustable
- Footrest if user needs one

4. Responsibilities

The Trust will, in consultation with workers identify personnel that will be considered as a "user" and ensure all workstations comply with minimum requirements.

Assessments of each workstation will be undertaken by Health & Safety Officer, taking into account the display screen equipment, the furniture, the working environment, and the worker. All necessary measures to remedy any risks found as a result of the assessment with be taken, these include:

- Taking steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated
- Reimbursement of staff, up to a specified value, for the costs incurred for eye tests where a visual problem is experienced.
- Reimbursement staff of staff, up to a specified value, for the costs incurred for corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment.
- Advising existing employees and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.

Where an employee raises a matter related to health and safety in the use of display screen equipment the Trust will take all necessary steps to investigate the circumstances, take corrective measures where appropriate and advise the employee of actions taken.

Where a problem arises in the use of display screen equipment, the employee must take corrective measures where appropriate. In the case of an adverse health or medical condition, employees must advise their Line Manager

The Trust will give sufficient information; instruction and training as is necessary to ensure the health and safety of workers who use display screen equipment.

5. Identifying and Reducing Risk

5.1 Assessment

Users of display screen equipment will be invited to complete the HSE Display Screen Equipment (DSE) Workstation Checklist (see appendix 1), which will be reviewed and acted upon, where necessary, in order to assist the Trust in providing a comfortable and safe working environment.

The assessment will be reviewed in the light of changes to individual capacity (including but not restricted to; pregnancy, on return following long term absence, diagnosis of a medical condition etc.), or where there has been a significant change to the workstation such as:

- A major change to software used
- A major change to any of the equipment (screen, keyboard, input devices etc.)
- A change in workstation furniture
- A substantial increase in the time spent using DSE
- A substantial change in other task requirements (for example greater speed or accuracy)
- If the workstation is relocated (even if all equipment and furniture stay the same)
- If major features of the work environment, such as lighting, are significantly modified

It is important that employees report any ill health that may be due to their DSE work to their Line Manager immediately, so that a reassessment may be carried out. Reassessments will be carried out as soon as reasonably practicable after the need for one is identified.

5.2 Training

Each employee who uses display screen equipment will be given training as part of their induction to their new job or change in job to enable them to work without risk to health. Training will also cover the provisions of this policy and the entitlements, which arise.

5.3 Activity Planning and Rest Breaks

The daily work routine of DSE users should be planned so that their DSE work is periodically interrupted by breaks or changes in activity. In many tasks, natural breaks or pauses occur, for example retrieving printed documents, filing, telephone calls etc. A mixture of screen-based and non-screen-based work prevents fatigue and varies visual and mental demands. In these circumstances it is not necessary to have regular timetabled breaks from DSE work.

If work cannot be organised, for example jobs requiring only data or text entry requiring sustained attention and concentration, deliberate breaks or pauses must be introduced.

Short and frequent breaks are better than more occasional longer breaks for example a 5-10 minute break after 50-60 minutes continuous screen/keyboard work is more effective than a 15-20 minute break every 2 hours.

Trust employees are given the flexibility to organise their own work, as well as being giving adequate information on the need to take breaks and encouraging them to do so. However, the Trust as an employer has a duty to ensure that activity planning satisfies the Regulations. Should an employee experience difficulty in taking sufficient rest breaks from DSE work, they should inform their Line Manager immediately so a review of work activities and planning can be carried out.

5.4 Seating and Posture

The seating and posture recommendations for typical office tasks are:

- Seat back adjustable
- Good lumbar support
- Seat height adjustable
- No excess pressure on underside of thighs and backs of knees
- Foot support if needed
- Space for postural change, no obstacles under desk
- Forearms approximately horizontal
- Wrists not excessively bent (up, down or sideways)
- Screen height and angle to allow comfortable head position
- Space in front of keyboard to support hands/wrists during pauses in keying

Please note the Illustration in Appendix 3

5.5 Entitlement to Eyesight Tests

Invictus Education Trust acknowledge that employees who are "users" of Display Screen Equipment (DSE) (also known as visual display units or VDUs) under the Health and Safety (Display Screen Equipment) Regulations 1992, have a legal right to an eyesight test, on request.

An eyesight test will be provided, on request, to all employees who work with DSE or who are being recruited to work with DSE. Where an employee working with DSE, who experiences visual difficulties that could be caused by his/her DSE work, requests an eyesight test, the employer will ensure that this is approved as soon possible after the request is made.

There is no obligation on employees to have an eyesight test.

5.6 Arrangements and Payment for Eyesight Tests

The Trust does not provide paid time off to attend eyesight tests. Employees may make their own arrangements with a registered ophthalmic optician or registered medical practitioner with suitable qualifications, and the cost (up to the value of £25) will be reimbursed to the employee by the Trust on receipt of written confirmation from the examining optician that the examination has been carried out, on production of a receipt for payment of the examination, and a completed Application Form (see appendix 2)

This includes employees who are DSE users and employees who are being recruited to work as DSE users.

5.7 Payment for Glasses

Where an eyesight test shows that glasses are necessary to correct eye or vision defects **<u>specifically for the purposes of DSE use only</u>**, the Trust will pay for the cost of basic frames and prescribed lenses attributable to the requirements of the job, up to the value of £60, this will only be reimbursed to the employee on production of a receipt along with a completed Application Form (see appendix 2). Employees shall not be reimbursed for glasses, if an ordinary prescription is required for other eyesight defects/deterioration.

6. Data Protection

HR Managers/Line Managers must ensure that personal data, including information about individual's health, gathered when arranging eye and eyesight tests is handled in accordance with the Trust's Data Protection Policy and Data Retention Policy on processing special categories of personal data.

7. Review of Policy

This policy is reviewed every three years by Invictus Education Trust Board of Trustees. We will monitor the application and outcomes of this policy to ensure it is working effectively.

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Display Screen Equipment (DSE) Workstation Assessment
Please use the attached guidance notes to aid the completion of this assessment

Employee Name	
Location	
Checklist completed by	
Assessment checked by	

1 KEYBOARDS

Risk Factors	Yes	No	Guidance Note	Action to Take
Is the keyboard separate from the screen?			1a	
Does the keyboard tilt?			1b	
Is it possible to find a comfortable keying position?			1c, 1d, 1e	
Does the user have a good keyboard technique?			1f	
Are the characters clear and readable?			1g,1h	

2 MOUSE, TRACKBALL ETC

Risk Factors	Yes	No	Guidance Note	Action to Take
Is the device suitable for the task it is used for?			2a	
Is the device positioned close to the user?			2b, 2c, 2d	
Is there support for the device user's wrist and forearm?			2e, 2f	
Does the devices work smoothly at a speed that suits the user?			2g, 2h	
Can the user easily adjust software settings for speed and accuracy of pointer?			2i	

3 DISPLAY SCREENS

Risk Factors	Yes	No	Guidance Note	Action to Take
Are the characters clear and readable?			3a, 3b, 3c	
Is the text size comfortable to read?			3d	
Is the image stable, i.e. free of flicker?			3e, 3f	
Is the screen's specification suitable for its intended use?			3g	
Are the brightness and/or contrast adjustable?			3h	

Risk Factors	Yes	No	Guidance Note	Action to Take
Does the screen swivel and tilt?			3i, 3j, 3k	
Is the screen free from glare and reflections?			3l, 3m, 3n	
Are adjustable window coverings provided and in adequate condition?			3o	

4 SOFTWARE

Risk Factors	Yes	No	Guidance Note	Action to Take
Is the software suitable for the task?			4a, 4b, 4c	

5 FURNITURE

Risk Factors	Yes	No	Guidance Note	Action to Take
Is the work surface large enough for all the necessary equipment, papers etc.?			5a, 5b, 5c, 5d	
Can the user comfortably reach all the equipment and papers they need to use?			5e, 5f	
Are surfaces free from glare and reflection?			5g	
Is the chair suitable? Is the chair stable? Does the chair have a working: ■ Seat back height and tilt adjustment? ■ Seat height adjustment? ■ Castors or glides?			5h	
Is the chair adjusted correctly?			5i, 5j, 5k, 5l, 5m	
Is the small of the back supported by the chair's backrest?			5n	
Are forearms horizontal and eyes at roughly the same height as the top of the DSE?			5o	
Are feet flat on the floor, without too much pressure from the seat on the backs of the legs?			5p	

6 ENVIRONMENT

Risk Factors	Yes	No	Guidance Note	Action to Take
Is there enough room to change position and vary movement?				
Is the lighting suitable, e.g. not too bright or too dim to work comfortably?				
Does the air feel comfortable?				
Are levels of heat comfortable?				
Are levels of noise comfortable?				

Questions to users…
Have they experienced any discomfort or other symptoms which they attribute to working with their DSE?
Has the user been advised of their entitlement to eye and eyesight testing?
Does the user take regular breaks working away from DSE?
Any further action needed:
Follow-up actions completed on:

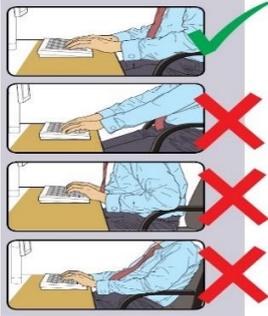| Signature:	Date:

Guidance Notes for Display Screen Equipment (DSE) Workstation Assessment

1a. This is a requirements, unless the task makes it impracticable

1b. Tilt need not be built in

1c.

1d. Try pushing the display screen further back to create more room for the keyboard, hands and wrists

1e. Users of thick, raised keyboards may need a wrist rest

1f. Training can be used to prevent hands bent up at wrists, hitting the keys too hard and overstretching the fingers

1g. Keyboards should be kept clean. If characters still can't be read, the keyboard may need modifying or replacing

1h. Use a keyboard with a matt finish to reduce glare/reflection

2a. If the user is having problems, try a different device. The mouse and trackball are general-purpose devices suitable for any tasks, and available in a variety of shapes and sizes. Alternative devices such as touch screens may be better for some tasks (but can be worse for others)
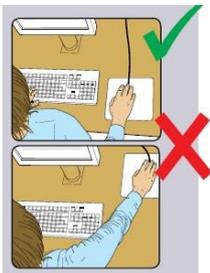
2b.

2c. Most devices are best placed as close as possible, e.g. right beside the keyboard

2d. Training may be needed to prevent arm overreaching, encourage users not to leave their hand on the device when it is not being used and encourage a relaxed arm and straight wrist

2e. Support can be gained from the desk surface or arm of a chair. If no, a separate supporting device may help

2f. The user should be able to find a comfortable working position with the device

2g. See if cleaning is required (e.g. of mouse ball or rollers)

2h. Check the work surface is suitable. A mouse mat may be needed

2i. Users may need training in how to adjust device settings

3a.

3b. Make sure the screen is clean and cleaning materials are available

3c. Check that the text and background colours work well together

3d. Software settings may need adjusting to change text size

3e. Try using different screen colours to reduce flicker, e.g. darker backgrounds and lighter text

3f. If there are still problems, get the set-up checked, e.g. by the IT team

3g. For example, intensive graphic work or work requiring fine attention to small details may require large display screen settings

3h. Separate adjustment controls are not essential, provided the user can read the screen easily at all times
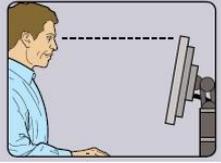
3i.

3j. Swivel and tilt need not be built in, you can add a swivel and tilt mechanism

3k. You may need to replace screen if swivel tile is absent or unsatisfactory, work is intensive, and/or user has problems getting the screen to a comfortable position

3l. Use a mirror placed in front of the screen to check where reflections are coming from

3m. You might need to move the screen or even the desk and/or shield the screen from the source of the reflections

3n. Screens that use dark characters on a light background are less prone to glare and reflections

3o. Check that blinds work. Blinds with vertical slats can be more suitable than horizontal ones. If these measures do not work, consider anti-glare screen filters as a last resort and seek specialist help

4a. Software should help the user carry out the task, minimise stress and be user-friendly

4b. Check users have had appropriate training in using the software

4c. Software should respond quickly and clearly to user input, with adequate feedback, such as clear help message
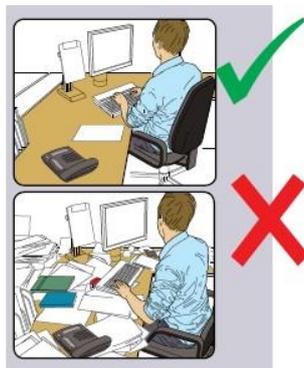
5a.

5b. Create more room by moving printers, reference materials etc. elsewhere

5c. If necessary, consider providing new power and telecoms sockets, so equipment can be moved

5d. There should be some scope for flexible rearrangement

5e. Rearrange equipment, papers etc. to bring frequently used things within easy reach

5f. A document holder may be needed, positioned to minimise uncomfortable head and eye movements

5g. Consider mats or blotters to reduce reflections and glare

5h. The chair may need repairing or replacing if the user is uncomfortable, or cannot use the adjustment mechanisms
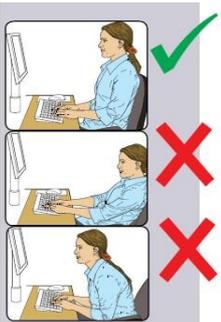
5i.

5j. The user should be able to carry out their work sitting comfortably

5k. Consider training the user in how to adopt suitable postures while working

5l. The arms of chairs can stop the user getting close enough to use the equipment comfortably

5m. Move any obstructions from under the desk

5n. The user should have a straight back, supported by the chair, with relaxed shoulders

5o. Adjust the chair height to get the user's arms in the right position, and then adjust the DSE height, if necessary

5p. If not, a footrest may be needed

6a. Space is needed to move, stretch and fidget

6b. Consider reorganising the office layout and check for obstructions

6c. Cables should be tidy and not a trip or snag hazard

6d. Users should be able to control light levels, e.g. by adjusting window blinds or light switches

6e. Consider shading or repositioning light sources or providing local lighting, e.g. desk lamps (but make sure lights don't cause glare by reflecting off walls or other surfaces)

6f. DSE and other equipment may dry the air

6g. Circulate fresh air if possible. Plants may help

6h. Consider a humidifier if discomfort is severe

6i. Can heating be better controlled? More ventilation or air conditioning may be required if there is a lot of electronic equipment in the room. Or, can users be moved away from the heat source?

6j. Consider moving sources of noise, e.g. printers, away from the user. If not, consider soundproofing

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DISPLAY SCREEN EQUIPMENT
EYE TEST APPLICATION FORM

Employee Name: _____ **School/Location:** _____

Job Title: _____

In line with HSE guidance "Work with Display Screen Equipment" I am a Trust employee who is entitled to a free eye sight test as per the Trust's Display Screen Equipment Policy.

Name of Opticians: _____

Date of Eye Test: _____

Result of Eye Test

I am required to wear glasses specifically for the purposes of DSE use only   **YES   NO**

If yes then I am entitled to £60.00 towards the cost of DSE use glasses

Payment Evidence

I enclose receipt for eye test for the amount of **£_____**   **(max £25.00)**

I enclose receipt for DSE use only glasses amount of **£_____**   **(max £60.00)**

Payment Details – Employee Bank Account

Name on Account: _____

Account Number: _____

Sort Code: _____

Employee Signature: _____ Date: _____

Office Use Only

Evidence Provided   **YES   NO**

Refund Amount to employee £ _____

Payment Authorised by _____ Date: _____

Correct Seating and Posture for Typical Office Tasks